

ANNUAL REPORT 2019-20

PORT DOCK STATION RAILWAY TRUST



Port Dock Station Railway Trust



FOUNDATION

The Trust was established in 2013 to assume ownership of the collections held by the National Railway Museum as a means of increasing protection of these collections.

TRUSTEES

The Trust continues to be constituted with four trustees:

Peter James Cahalan
Jeremy Richard Browne
Franklin John Hussey
Graham Frank Vincent

CONTACTS

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PROCESS

GIFT/LOAN

In accordance with

- A memorandum of understanding between the Trust and the National Railway Museum Inc., and
- The Rules of the National Railway Museum Inc.

defined “Collection Items” of the Museum are to be gifted to the Trust, which in turn will loan them back to the Museum for display and maintenance.

Collection items may consist of more than one element – for example..

- Table ware
- Photographic slides

For practical purposes, this process is being conducted in a number of tranches at two monthly intervals.

LOAN TERMINATION

A Loan Agreement between the two parties allows for a loan to be terminated with appropriate notice.

Such a termination would lead to the Trust having to de-accession the item.

A process has been developed between the two parties for this to be undertaken orderly.

Should the Museum decide, for whatever reason, that an item on loan is no longer required it advises the Trust it wishes to terminate the loan.

The Trust will de-accession the item and normally, engage the Museum to sell/dispose of the item on the Trust’s behalf, with transfer to other similar organisations taking precedence over other methods of disposal.

DUE DILIGENCE

The Trustees meet as required and maintain a Plant Ledger of the items gifted to it.

A sample on-site audit is conducted annually, checking the existence of selected items and noting the condition and storage conditions of the items.

PLANT LEDGER

@ 30 June 2020

Category 1	Rolling Stock		
	Diesel Locomotives	10	items
	Electric Locomotives	1	items
	Rail Cars	6	items
	Steam Locomotives	9	items
	Passenger Cars	14	items
	Freight Vehicles	35	items
	Service Vehicles	3	items
	Sundry Vehicles	6	items
Category 2	Railway Artifacts		
	General	453	items
	Furniture & Fittings - Clocks	33	items
	Table Ware	310	sets
		1692	items
	Ceremonial & Commemorative	115	items
Category 3	Model Railway		
	Components	22	items
	Models	1	items
Category 4	Placards		
	Timetables	136	items
	Holiday Timetables	39	items
	Special Events	13	items
	Train Service	65	items
	Notices	226	items
	Posters	4	items
	Diagrams	2	items
	Signs	1	items
General	1	items	
Category 5	Infrastructure		
	Infrastructure	32	items
	Support vehicles	13	items

Category 6	Cards		
	Post Cards	554	items
	Souvenir Cards	78	items
	Greeting Cards	5	items
	Advertising Cards	3	items
	Post Card Envelopes	2	items
Category 7	Clothing		
	Uniforms	361	items
Category 8	Documents		
	Books	84	items
	Reports	113	items
	Documents	56	items
	Leaflets	12	items
	Souvenir Folders	4	items
	Brochures	8	items
	Calendars	6	items
	Memoirs	5	items
	Stationery	2	items
	Maps	1	items
	Bibliotheca	103	items
Category 9	Large Form Documents		
	Drawings	304	items
	Blueprints and Copies	27	items
	Booklets	1	items
	Correspondence	1	items
	Plans	142	items
	Maps	1	items
	Graphs	1	items
	Diagrams	8	items
	Track Plans & Diagrams	37	items
Category 10	Tickets		
	Tickets	48	items
Category 11	Photographs		
	Photographic Collections	48	collections
		~55 900	items

TRANSFERRED TRANCHES

No. 25	04-Jul-2019	Pamphlets & Booklets	51	items
No. 26	06-Nov-2019	Drawings & Blueprints	108	items
No. 27	01-Feb-2020	Drawings & Blueprints	100	items

LOAN TERMINATION

Nil

DEACCESSION

Nil

PLANT HOLDING SUMMARY

Category 1	Rolling Stock	84
Category 2	Railway Artifacts	911 (1692)
Category 3	Model Railway	23
Category 4	Placards	487
Category 5	Infrastructure	45
Category 6	Cards	642
Category 7	Clothing	361
Category 8	Documents	429
Category 9	Large Form Documents	514
Category 10	Tickets	48
Category 11	Photographs	48 (~55900)
	Total Items (including 358 as Collections)	3600
	Total Collection elements	~57750

ADMINISTRATION

TRUST MEETINGS

A meeting was held in August and all Trustees attended Meetings proposed for the first quarter of 2020 and subsequently, were abandoned due to the CONVID19 pandemic

SAMPLE AUDIT

Similarly, the annual sample audit was abandoned.

CONTACT WITH THE MUSEUM

The Museum was closed for a number of weeks in accordance with the requirements of the State Government in the battle against the pandemic.

However contact was maintained with the Museum Board and Management and in particular the state of the Museum's finances was discussed.

Initially there was a concern of the Trustees that this unexpected event might cause a major issue with solvency, but it soon became apparent that cash reserves were in a fortuitously good position and along with the Government support for the paid employees, there was no likelihood of a "Worst Case" scenario arising.

FINANCE

The Trust holds a small cash holding.
The balance at 30 June 2020 was \$1225.80

WORST CASE SCENARIO PLANNING

There was no opportunity to advance this work in 2012/20.
However with the occurrence of two significant incidents in the past 18 months, this process will be actively reviewed in future meetings.

MANAGING COPYRIGHT IN GIFTED ITEMS

The complex issues surrounding copyright in Gifted, and subsequently Re-Loaned, collection items have reached an agreed position.

The Trust has provided written surety to the Museum on their right to copy loaned photographic collection items, and

The Museum has provided the Trust with an appropriate statement to be applied should the Worst Case Scenario require the disposal of such material.

Accordingly this matter is considered to be resolved.

Prepared by Graham Vincent

Approved for release 09/07/2020